

**OFFICE OF INVESTIGATIVE SERVICES
POLICY AND PROCEDURE #810**

INTERNAL INVESTIGATION AUTHORITY AND RESPONSIBILITY

AUTHORITY:

One of the principle objectives of DHR is to achieve and maintain the highest possible level of public trust. To meet this objective, DHR has established rules and regulations for the purpose of insulating itself from employees who may violate this trust.

To facilitate this effort, DHR has assigned the Office of Investigative Services the responsibility and authority for receiving, reviewing, and investigating all reasonable allegations of suspected criminal misconduct or employment related misconduct by employees, clients, or other persons associated with DHR. This responsibility is set forth in the DHR Administrative Policy and Procedure Manual, Part IV.J.1., Criminal Misconduct: Authority and Responsibility for Investigations (see Chapter II.B-1 through B-3).

DHR Personnel Policy #603 Official Personnel Files, requires custodians of personnel records or designees to provide OIS access to confidential personnel information for the purposes of investigating employment related misconduct or for other legal reasons.

By authority of DHR Personnel Policy #1201, Standards of Conduct and Ethics in Government, employees are required to cooperate and provide assistance, when appropriate, with any type of investigation regarding alleged criminal or administrative misconduct. This includes activities such as cooperating in interviews, answering questions related to performance of official duties, producing requested documents, providing handwriting samples, and submit to polygraph examinations. This policy also authorizes OIS investigators to tape record conversations when necessary and appropriate due to the nature of their work.

Together, these DHR policies represent the guidelines and authoritative framework within which OIS conducts internal investigations.

POLICY:

It is the policy of OIS to conduct internal investigations in a timely and professional manner. Investigations should be completed within 60 days. To document the investigative process, OIS has developed the Internal Investigation Work Plan, Contact/Action Sheet, Time Report, Field Interview Sheet, and the Summary of Investigation/Final Report.